Defining a Calendar

Calendars are used to define Retention Periods for storage and Archiving in terms of working days or absolute days.

This subsection covers the following topics:

- Calendar Maintenance
- Adding a Calendar
- Defining Weekly Holidays, Working Days, and Annual Holidays
- Deleting a Calendar
- Displaying a Calendar
- Modifying a Calendar

Calendar Maintenance

- Calendar Maintenance Screen
- Special PF Keys
- Available Line Commands

▶ To define a Calendar

- Enter **4** in the command line of the System Administration Menu and press Enter.

  The Calendar Maintenance screen appears.

Calendar Maintenance Screen

```
  13:18:33              **** Entire Output Management ****        12/11/1999
  User ID GHH                - Calendar Maintenance -


 Cmd  Calendar  Year
 ___  _____  ____
 __   GHH       1999
 __   DEMO-CAL  1999
 __   LAMPE     1999
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip              -     +                       Menu
```

This screen lists in alphabetical order all Calendars which were defined by an authorized User.

Special PF Keys

PF Key	Function	Explanation
PF2	Add	Add a Calendar.

Available Line Commands

Command	Explanation
DE	Delete a Calendar.
DI	Display a Calendar.
MO	Modify a Calendar.

Adding a Calendar

- Add Calendar Window
- Field Descriptions
- Displaying the First Half of the Year
- Special PF Keys
- Displaying the Second Half of the Year

▶ To ADD a Calendar

- Press PF2 on the Calendar Maintenance screen.

  The Add Calendar window opens:

Add Calendar Window

```
 13:20:43            **** Entire Output Management ****        12/11/1999
 User ID GHH                 - Calendar Maintenance -

 Cmd  Calendar  Year

 ___  _____  ____
  __   GHH      1999
  __   DEMO-CAL  1999
  __   LAMPE    1999
  __
  __
  __          +-----------------------------------+
  __          !                                   !
  __          !          - Add Calendar -         !
  __          !                                   !
  __          !      Name ...... _____         !
  __          !      Year ...... ____             !
  __          !      Default ... _____         !
  __          !                                   !
  __          !                                   !
  __          !  PF1 = Help    PF3 = Exit         !
 All          +-----------------------------------+
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip                -     +                      Menu
```

Field Descriptions

- **Name**
  Enter the name of the Calendar to be added.
- **Year**
  Enter the year of the Calendar to be added.
- **Default**
  Enter the name of a Calendar to initialize the Calendar to be added.

Displaying the First Half of the Year

- When you have entered data in both the Name and the Year fields of the Add Calendar window, press Enter.
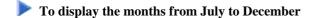
  The Calendar Definition screen appears for the first half of the year you selected:

```
  13:22:20              **** Entire Output Management ****            12/11/1999
                        - Calendar NEW-CAL      Year 1999 -


                  January                 February                 March
  Monday          4 11 18 25          1  8 15 22           1  8 15 22 29
  Tuesday         5 12 19 26          2  9 16 23           2  9 16 23 30
  Wednesday       6 13 20 27          3 10 17 24           3 10 17 24 31
  Thursday        7 14 21 28          4 11 18 25           4 11 18 25
  Friday        1 8 15 22 29          5 12 19 26           5 12 19 26
  Saturday      2 9 16 23 30          6 13 20 27           6 13 20 27
  Sunday        3 10 17 24 31         7 14 21 28           7 14 21 28
                  April                   May                     June
  Monday          5 12 19 26          3 10 17 24 31          7 14 21 28
  Tuesday         6 13 20 27          4 11 18 25           1  8 15 22 29
  Wednesday       7 14 21 28          5 12 19 26           2  9 16 23 30
  Thursday      1 8 15 22 29          6 13 20 27           3 10 17 24
  Friday        2 9 16 23 30          7 14 21 28           4 11 18 25
  Saturday      3 10 17 24          1  8 15 22 29          5 12 19 26
  Sunday        4 11 18 25          2  9 16 23 30          6 13 20 27
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help          Exit  Wkdy                  -     +
```

Special PF Keys

PF Key	Function	Explanation
PF4	Wkdy	Define working days and weekends.
PF7	-	Display previous 6 months.
PF8	+	Display next 6 months.

Displaying the Second Half of the Year

▶ **To display the months from July to December**

- Press PF8 (+).

  The Calendar Definition screen appears for the second half of the year selected:

```
  13:24:48              **** Entire Output Management ****           12/11/1999
                        - Calendar GHHCAL     Year 1999 -

                 July                    August                  September
Monday              5 12 19 26          2  9 16 23 30          6 13 20 27
Tuesday             6 13 20 27          3 10 17 24 31          7 14 21 28
Wednesday           7 14 21 28          4 11 18 25        1  8 15 22 29
Thursday       1  8 15 22 29            5 12 19 26        2  9 16 23 30
Friday         2  9 16 23 30            6 13 20 27        3 10 17 24
Saturday       3 10 17 24 31            7 14 21 28        4 11 18 25
Sunday         4 11 18 25           1  8 15 22 29        5 12 19 26
                 October                 November                December
Monday              4 11 18 25       1  8 15 22 29          6 13 20 27
Tuesday             5 12 19 26       2  9 16 23 30          7 14 21 28
Wednesday           6 13 20 27       3 10 17 24        1  8 15 22 29
Thursday            7 14 21 28       4 11 18 25        2  9 16 23 30
Friday         1  8 15 22 29         5 12 19 26        3 10 17 24 31
Saturday       2  9 16 23 30         6 13 20 27        4 11 18 25
Sunday         3 10 17 24 31         7 14 21 28        5 12 19 26
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         Exit  Wkdy                  -     +
```

▶ **To display the first 6 months from January to June again**

● Press PF7 (-).

   The Calendar Definition screen appears for the first half of the year selected.

Defining Weekly Holidays, Working Days, and Annual Holidays

Annual holidays and weekly holidays appear **highlighted** on the Calendar Definition screen. Working days appear **without highlight**.

● Weekly Holidays
● Working Days
● Changing a Working Day to an Annual Holiday
● Changing an Annual Holiday to a Working Day

Weekly Holidays

A **weekly holiday** is a non-working day that recurs every week. Saturday and Sunday, for example, are usually weekly holidays.

▶ **To define weekly holidays**

1. Press PF4 (Wkdy) on the Calendar Definition screen.

   A window opens in which you can mark weekly holidays for the Calendar you are creating:

```
   13:42:43              **** Entire Output Management ****           12/11/1999
                          - Calendar GHHCAL      Year 1999 -
                       +-----------------------------------+
               Ja !                                         ! March
 Monday         4 !    - Calendar GHHCAL     Year 1999 - !  8 15 22 29
 Tuesday        5 !                                         ! 9 16 23 30
 Wednesday      6 !                                         ! 0 17 24 31
 Thursday       7 !      Please mark weekly holidays      ! 1 18 25
 Friday      1  8 !                                         ! 2 19 26
 Saturday    2  9 !         _   Monday                    ! 3 20 27
 Sunday      3 10 !         _   Tuesday                   ! 4 21 28
                 !         _   Wednesday                 !
               Ap !         _   Thursday                  ! June
 Monday         5 !         _   Friday                    ! 7 14 21 28
 Tuesday        6 !         S   Saturday                  ! 8 15 22 29
 Wednesday      7 !         S   Sunday                    ! 9 16 23 30
 Thursday    1  8 !                                         ! 0 17 24
 Friday      2  9 !         S Set    R Reset              ! 1 18 25
 Saturday    3 10 !                                         ! 2 19 26
 Sunday      4 11 !    PF3 End                            ! 3 20 27
                 !                                         !
 Enter-PF1---PF2---P +-----------------------------------+ -PF10--PF11--PF12---
      Help        Exit  Wkdy                   -      +
```

2. Enter **S** in the one-character field preceding the day or days to be selected as weekly holidays. Press Enter.

   The window closes and all weekly holidays appear **highlighted** on the Calendar Definition screen.

Working Days

▶ To change a weekly holiday to a weekly working day

- Press PF4 (Wkdy) on the Calendar Definition screen. When the window opens, enter **R** in the one-character field preceding the day(s) to be selected as working days. Press Enter.

  The window closes and all working days appear on the Calendar Definition screen **without highlight**.

Changing a Working Day to an Annual Holiday

▶ To change one working day to an annual holiday

- Move the cursor to the date to be changed on the Calendar Definition screen. Overwrite the date with any character and press Enter.

  The date selected appears **highlighted** on the Calendar Definition screen.

Changing an Annual Holiday to a Working Day

▶ To change an annual holiday or one weekly holiday to a working day

- Move the cursor to the date to be changed on the Calendar Definition screen.
  Overwrite the date with any character and press Enter.

  The date selected appears **without highlight** on the Calendar Definition screen.

Deleting a Calendar

▶ To delete a calendar

1. On the Calendar Maintenance screen, enter DE in the two-character command line preceding the Calendar you want to delete and press Enter.

   If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the Calendar again.

2. Type the Calendar name in the input field provided and press Enter.

   A message confirms deletion.

Displaying a Calendar

▶ To display a calendar

- On the Calendar Maintenance screen, enter DI in the two-character command line preceding the Calendar which you want to display and press Enter.

   The Calendar selected appears.

   In display mode you can only view the entity parameters.
   You cannot modify data because all data are protected.

Modifying a Calendar

▶ To modify a calendar

1. On the Calendar Maintenance screen, enter MO in the two-character command line preceding the Calendar you want to modify and press Enter.

   The Calendar Definition screen appears for the Calendar you have selected.

   You can modify the Calendar as described under the heading Defining Weekly Holidays, Working Days and Annual Holidays.

2. When you have finished modifying the Calendar, press Enter to save your modifications.

   A message confirms that the Calendar has been successfully modified.